

**PERSONNEL BOARD MEETING MINUTES**  
**Thursday, September 16, 2021 – 6:00 p.m.**

Call to Order/Roll Call of Members:

**Stephen Dielmann**, Chairperson; **Clayton Warren Angus Jr.**, Vice-Chairperson; **Christiane Diaz**, Member; **Enrique Vargas**, Member.

**PRESENT** Stephen Dielmann, Chairperson; Clayton Warren Angus Jr., Vice-chairperson; Enrique Vargas, Member; Gelien Perez, Human Resources Director; Dayli Mesa, Personnel Board Secretary; Elsa I. Jaramillo-Velez, Assistant City Attorney.

**ABSENT** Christiane Diaz, Member.

**Quorum is present.**

**ON THE DAIS:**

**ITEM #10**

**MEETING MINUTES**

1. Request to approve the minutes of the August 2021 Personnel Board meeting.

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations received August 2021.

- |                      |                   |
|----------------------|-------------------|
| 1. Hector L. Coronel | Police Department |
| 2. Marcos O. Dias    | Police Department |

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

3. Report of **Leave without Pay** for August 2021.

**SO NOTED.**

4. Report of **Civil Service Appointments** for August 2021.

- |  |                 |
|--|-----------------|
| 1. Wanda Sanchez ( <i>Education Center Director I – 08/23/2021</i> ) |                 |
| Education and Community Services Department                          |                 |
| 2. Angel Oramas Solanich ( <i>Fire Engineer – 08/17/2021</i> )       | Fire Department |
| 3. Anthony Cuevas ( <i>Fire Engineer – 08/18/2021</i> )              | Fire Department |
| 4. Kevin Carnevale ( <i>Fire Engineer – 08/19/2021</i> )             | Fire Department |
| 5. Joel Gonzalez ( <i>Fire Engineer – 08/20/2021</i> )               | Fire Department |
| 6. Alex Maderal ( <i>Fire Lieutenant – 08/17/2021</i> )              | Fire Department |
| 7. Marcelino Moreno ( <i>Fire Lieutenant – 08/18/2021</i> )          | Fire Department |
| 8. Jorge Socarras Jr. ( <i>Fire Lieutenant – 08/19/2021</i> )        | Fire Department |
| 9. Kristopher Cardet ( <i>Fire Lieutenant – 08/20/2021</i> )         | Fire Department |
| 10. Alexander Anchia ( <i>Fire Lieutenant – 08/21/2021</i> )         | Fire Department |
| 11. Joshua Perez ( <i>Fire Lieutenant – 08/22/2021</i> )             | Fire Department |
| 12. Carlos Barrientos ( <i>Fire Captain – 08/17/2021</i> )           | Fire Department |
| 13. Scott Grondin ( <i>Fire Captain – 08/18/2021</i> )               | Fire Department |
| 14. Michael Trotta ( <i>Fire Captain – 08/19/2021</i> )              | Fire Department |

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|--|-------------------------------------|
| 15. Alex Castillo ( <i>Fire Captain – 08/20/2021</i> )                                       | Fire Department                     |
| 16. Osvel Moreno ( <i>Fire Captain – 08/21/2021</i> )  | Fire Department                     |
| 17. Raul Gonzalez ( <i>Fire Captain – 08/22/2021</i> )                                       | Fire Department                     |
| 18. Michael Bello ( <i>Fire Captain – 08/23/2021</i> )                                       | Fire Department                     |
| 19. Brigitte Leal ( <i>Office Coordinator of the Office of the City Clerk – 08/03/2021</i> ) | Office of the City Clerk Department |
| 20. Esteban Modesto Torres ( <i>Parks Crew Journeyman – 08/23/2021</i> )                     | Parks and Recreation Department     |

**SO NOTED.**

5. Report of **Resignations** for August 2021.

- |  |   |
|--|---|
| 1. Marcos Cardoso                          | Building Division                       |
| 2. Jennifer Parada                         | Building Division                       |
| 3. Giordano N. Martinez                    | Code Compliance Division                |
| 4. Maria Gisela Arroyave                   | Fire Department                         |
| 5. Miguel A. Carrillo                      | Fire Department                         |
| 6. Michael Diaz                            | Fire Department                         |
| 7. Jonathan I. Morales                     | Fire Department                         |
| 8. Jorge de la Nuez                        | Fleet Maintenance Department            |
| 9. Javier Pedraza-Mena ( <i>Seasonal</i> ) | Grants and Human Services Department    |
| 10. Naeli Rodriguez ( <i>Seasonal</i> )    | Grants and Human Services Department    |
| 11. Andres Ruiz                            | Grants and Human Services Department    |
| 12. Suzzette Victores ( <i>Seasonal</i> )  | Grants and Human Services Department    |
| 13. Maikel Kevin Noda                      | Parks and Recreation Department         |
| 14. Lucelia Santos Alvarez                 | Parks and Recreation Department         |
| 15. Fabian A. Castro Sousa                 | Police Department                       |
| 16. Hector L. Coronel                      | Police Department                       |
| 17. Chrystel Guerrier                      | Police Department                       |
| 18. Rene Mateo Jr.                         | Police Department                       |
| 19. Benny Merino                           | Police Department                       |
| 20. Josue Monier                           | Police Department                       |
| 21. Amber Perez                            | Police Department                       |
| 22. Ingrid Amago                           | Public Safety Communications Department |
| 23. Jessie Acebo                           | Public Works Department                 |
| 24. Janet Alonso                           | Public Works Department                 |

**SO NOTED.**

6. Report of **Maternal/Paternal Leave** for August 2021.

- |                    |                 |
|--------------------|-----------------|
| 1. Jason Rodriguez | Fire Department |
|--------------------|-----------------|

**SO NOTED.**

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7. Request to conduct an in-house, non-competitive civil service examination for **Lien Search and Records Specialist** (*Clara B. Riveron*).

- a. In-house, non-competitive
- b. 100% oral
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description and resume are attached.  
Range 51: \$1,414 - \$2,885 Bi-weekly.

**APPROVED 3-0.** Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

8. Request to approve the new job description for **Service Leader Adult Programs (ECS)**.

Copy of the proposed job description is attached.  
Range 45: \$1,007 - \$1,911 Bi-weekly.

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

9. Request to approve the new job description for **Budget Manager**.

Copy of the proposed job description is attached.  
Range 34: \$1,790 - \$3,553 Bi-weekly.

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

10. Request to approve the change in range for **Risk Management Coordinator**.

Copy of the job description is attached.  
*Current* Range: Management  
*Desired* Range 35: \$1,914 - \$3,736 Bi-weekly.

**APPROVED 3-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

11. Request to hear **Unfinished Business**.

12. Request to hear **New Business**.

13. Request to hear **Comments and Questions**.

Meeting Adjourned – 6:15 p.m.

**NEXT PERSONNEL BOARD MEETING: MONDAY, OCTOBER 4, 2021 – 6:00 PM**

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, June & July need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than two (2) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.